

TITLE, SERIES, GRADE: Human Resources Specialist, GS-201-11/12/13

SALARY RANGE: GS-11:\$58,206 - \$75,669 per annum
GS-12: \$69,764 - \$90,698 per annum
GS-13: \$82,961 - \$107,854 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-005

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 01/11/08

CLOSING DATE: Until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit, Personnel Operations Staff, Washington, DC

NUMBER OF VACANCIES: One Position

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITION IS FILLED.

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Human Resources Specialist for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from counter-terrorism to fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.

The Human Resources Specialist position being advertised is located on the Human Resources Management Unit, Personnel Operations Staff and will work closely with the International Operations Support Unit, which provides consolidated, coordinated administrative support and service to meet international and domestic requirements of the Criminal Division. The HR Specialist will provides advisory and direct support services in recruitment, staffing, classification, merit promotion actions, payroll, and time and attendance for overseas Criminal Division personnel. In addition, the HR Specialist position includes the opportunity to promote Division policy uniformity to ensure consistent treatment of employees on overseas assignment; ensure clear communication regarding laws, regulations and policies associated with overseas; and maintain liaison with appropriate offices within the Department of Justice and outside agencies to ensure that applicable pay and benefit information is relevant and current. The HR Specialist focuses on the needs of its customers and is committed to finding effective day-to-day and long-term solutions by combining human resources and programmatic expertise to address customers' needs.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of HR Operations work in the overseas arena.

JOB SUMMARY

- Provides human resource service in the areas of recruitment, selection, classification, hiring authorities, salary benefits and allowance eligibility and entitlements specifically for Sections/Offices with overseas presence.
- Serves as a technical expert to the Human Resources Officer, Executive Officer and senior Division management on difficult issues involving staffing, classification and pay administration.
- Performs research, correlates and analyzes findings to develop recommended actions to improve operational area specifically related to overseas processes.
- Analyze and interpret regulations related to complex human resource issues to provide technical, procedural and legal guidance to managers regarding staffing options, ensure compliance with merit principles and resolve unusual or difficult personnel-related issues.
- Identifies candidate sources through application of merit promotion plans and external recruitment activities.
- Identifies and develops changes to processes, policies and procedures related to personnel and overseas employment issues support for the administrative process requirements for placement of Criminal Division appropriated overseas positions.
- Provides employee advice and guidance regarding specific overseas benefits and conducts orientation for employee/detailees selected for overseas assignment
- Formulates advice and recommendation on impact of new or proposed legislation, Office of Personnel Management regulation, or Department policy on the Division's personnel operations.
- Coordinates and performs operational liaison with a multitude of internal and external organizations. Participates in a coordinated effort with Administrative Office staff and applicable section/office to meet required processes for assignment of personnel to an overseas location.
- Develops and prepares various documents in support of Division personnel actions; creates a variety of documents, including items for posting on the Division's intranet, responses to Congressional inquiries, reports of special studies, scripts for briefings, and letters responding to inquiries from employees and other customers.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing

each quality ranking factor.

- 1) Knowledge of the federal recruitment and staffing and the position classification system.
- 2) Ability to research, assemble, evaluate, analyze and interpret regulatory material in order to provide solutions/recommendations to assigned problems.
- 3) Ability to apply fact-finding and investigative techniques to make recommendations or enhancements to Division programs, policies and procedures.
- 4) Knowledge of HR processes for federal overseas employment.
- 5) Ability to communicate orally.
- 6) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's

name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.

- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and additional documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will not be accepted this includes sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

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